



Project | SEARCH

Howdy! Step up and meet
the family!

Project Search: Family Involvement Curriculum

1. Introduction to Project SEARCH & Family Involvement
2. Family Involvement Training Sessions
3. Family Involvement Goals and Activities

Research shows that students who have a network of support achieve better employment outcomes. Families and friends play an important role during the Project SEARCH year in helping interns find success in their career paths. This Family Involvement Curriculum will assist families and friends in providing that support for their young adults during their Project SEARCH experience. The Project SEARCH instructor and a Family Liaison (a current or alumni parent to be identified by the instructor) will coordinate and implement the curriculum activities in a way that meets the particular needs and priorities of the students, families, and community.



Introduction to Project SEARCH & Family Involvement

- **Part 1. Introduction to Project SEARCH and Family Involvement (led by Project SEARCH Instructor/Coordinator)**
- These are activities that take place after students are accepted and before the next program begins (April – August). The Family Involvement Team could meet to plan these activities in the Project SEARCH classroom, a local library, a restaurant or coffee shop with a community room, etc.
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Family Involvement Training Sessions

- **Part 2. Family Involvement Training Sessions (coordinated by the Family Liaison)**
- The Family Involvement Training Sessions will be facilitated by the Family Liaison and the Project SEARCH Instructor. Other invitees could include the VR Counselor, job coaches, and student interns when appropriate. Sessions will provide information through a Power Point Presentation, resources, and tools for the intern's independence and career development. They are meant to be customized for each individual Project SEARCH program, their partners, and processes. (See PowerPoint presentations 002_SocialSecurityBenefits, 003_EmploymentProcess, and 004_BeyondProjectSEARCH found in DropBox)

Family Involvement Goals and Activities

- **Part 3. Family Involvement Goals and Activities (led by the Family Liaison)**
- These activities are meant to enhance skills that lead to independence at home, at Project SEARCH, and in the workforce. They also should promote active participation on the part of families in the intern's Employment Planning meetings (held every 4 to 6 weeks). They are also meant to help families be open to a variety of job opportunities, support the job-search process, and assist in creating employment networks and marketing the Project SEARCH program. Teams do not need to focus on all of these areas—these are suggestions to help guide the planning process to meet the needs of the group. The Family Involvement Team could meet to plan these activities in the Project SEARCH classroom, a local library, a restaurant, coffee shop with a community room, etc.





Project | SEARCH

Upper Valley PS Family Involvement Curriculum

What is Project SEARCH & How can You be Involved?

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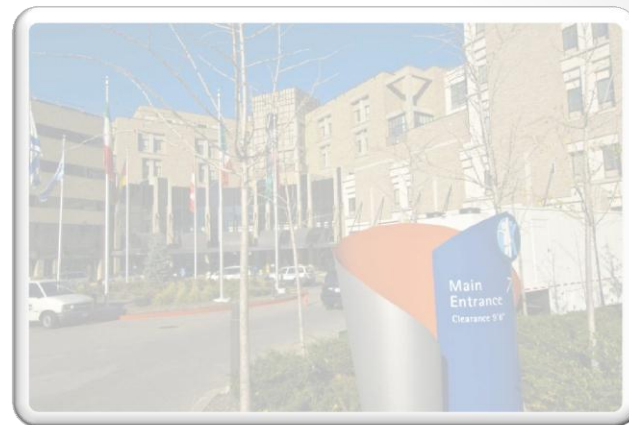


History

In 1996, while working as the Director of the Emergency Department at Cincinnati Children's Hospital Medical Center, Erin Riehle was frustrated with the high turnover rate in entry-level jobs. Cincinnati Children's had adopted a major diversity initiative, taking a policy statement from the American College of Healthcare executives, which reads, "Healthcare organizations must lead their communities in increasing employment opportunities for qualified persons with disabilities and advocate on behalf of their employment to other organizations."



History



Erin wondered if people with disabilities could fill the entry level jobs she had. Not knowing anyone with a disability she turned to Great Oaks Career Campuses and the Hamilton County Board of Developmental Disability Services and asked if her idea was possible. Together with these organizations the idea of filling a handful of jobs in Cincinnati Children's Emergency Department evolved into a comprehensive program model—Project SEARCH.



Key Concepts

- Business Led Collaboration with education, rehabilitation and long term support
- Braided funding
- Immersion and impact
- Training in real work settings
- Low risk, low cost for business
- Hiring students who are “good fit”



Host Business UVMC

[Introduction](#) [Quality](#) [Internships](#) [Training Plans](#) [Systematic Plan](#) [Performance Standards](#) [Employability Skills](#)
[Business Collaboration](#) [Transition to Employee](#) [Next Steps](#) [Documents](#)

**Supported
Employment
Agency
Capabilities**

**School
District
UVCC**

**Vocational
Rehabilitation**

**Miami & Shelby
Developmental
Disabilities**

Program Description

- One year program
- 8-12 students (average)
- 18+ yr. old students with a variety of disabilities
- Last year of HS eligibility
- Rotation through unpaid internships with continual feedback
- Outcome of employment



Partners

- **Host Business** provides an on-site classroom and a variety of internships that teach core skills related to that business or organization.
- **School District** provides an instructor, employability skills curriculum and student interns from their affiliated schools.
- **Vocational Rehabilitation** provides individual career guidance, job coaching and other supports for each student to gain competitive employment.
- **Supported Employment Agency** provides job coaching and job development for student interns at the host business and in their initial job.
- **Developmental Disabilities Agency** provides long term retention and support for eligible interns once they secure a job.



Local Staff

- **Name of Business:** Upper Valley Medical Center
- **Name of School:** Upper Valley Career Center
- **Name of Family Liaison Team:** Betsy Smith(Family Liaison), Patti K. Moore (UVPS Coord.), Becky Black (Paraprofessional)
- **Vocational Rehabilitation:** Jane Klosterman
- **Supported Employment Agency:** Jim Stricker & Lisa Benoit(Job Coaches), Vivian Kilmer (Job Developer)
- **Developmental Disabilities Agency:** Miami & Shelby County Boards (Families list names they are involved with)

Goals

- Employment for each Project SEARCH intern
 - 20 hours a week or more
 - Minimum wage or better
 - Integrated Setting
 - Non-Seasonal
- Culture Change at the host businesses
 - Recognize gifts and value of young interns



Annual School Schedule

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AUG

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**Program
Begins:
late
August**

**1st Internship
(10 weeks)**

**2nd Internship
(10 weeks)**

**3rd Internship
(10 weeks)**

**Graduate &
Begin Work at
Site or in
Community**

JUNE

***Internships: Transition week after
each Internship***

**Orientation
(3 weeks)**

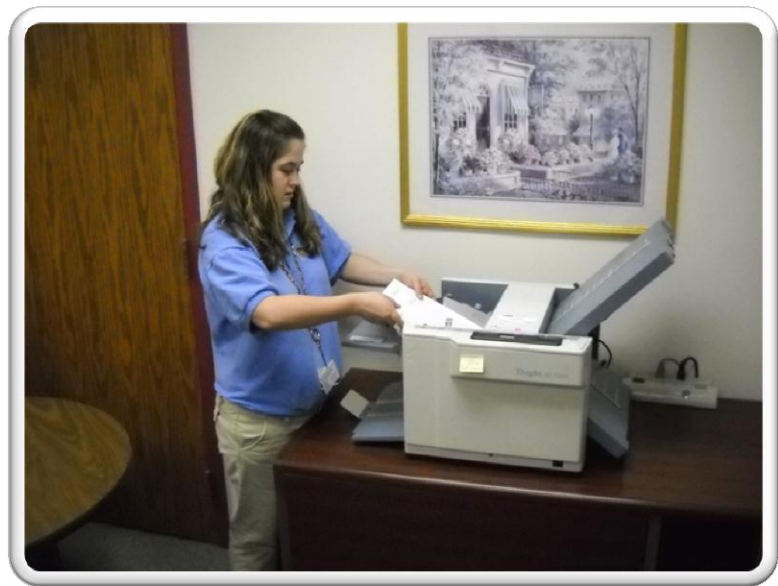
**Job
Development:
Begins Day
One!**



Project | SEARCH

Research

- Work Based Learning promotes :
 - Problem Solving
 - Critical Thinking
 - Team work
 - Social relationships



School Day

- 8:30 Staff Meeting: Plan Communication
- 9:00 Rotation Sites
- 30 minute Lunch
- 1:15 Employability Skills
- 2:30 Depart
- 2:43 Transportation

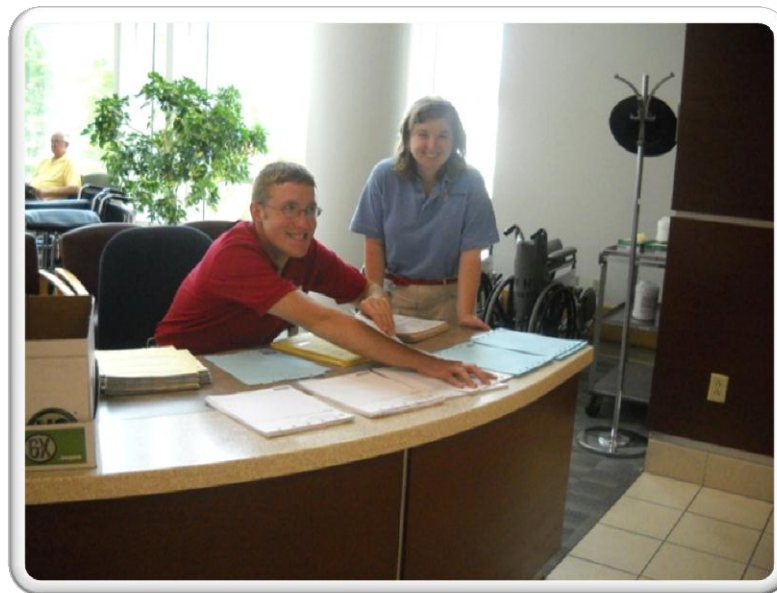


Employment Planning Meetings

- Held every month (at least twice during each internship)
- Led by student intern
- Explain any internship jargon
- Review acquired skills and plan for future skills needed
- Define employment goal and refine as year progresses
- Attended by student, teacher, *family member* and any other team member appropriate

Internships/Rotations

- Cornerstone of the program
- Competitive, marketable, transferable skills
- 4 – 5 hours of day
- Work/ Social Skills
- 10 weeks/Flexible



Student Role in Internships

- Identify area of interest
- Write cover letter to department
- Send letter and resume/data sheet(update Vivian)
- Interview for internship position
- Department calls student to confirm
- Notify coordinator & department for absences
- Continual, consistent evaluation by all
- Give two weeks notice at end of internship
- Final evaluation
- Write “Thank You” letter
- Update Resume and Portfolio



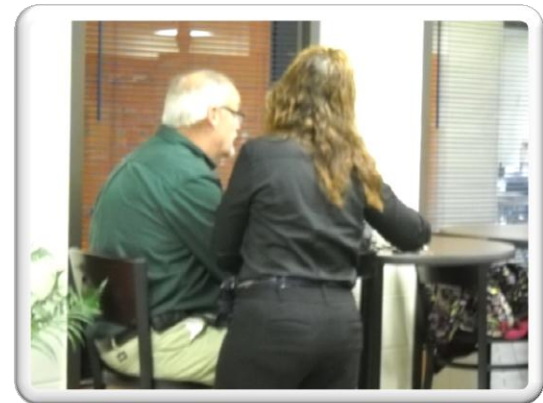
Department Manager/Mentor Role

- Volunteer department for internship site
- Identify tasks that build skills for employment
- Allow instructor and coach to observe work
- Choose peer mentor as “point of contact”
- interview student for position
- Notify student to confirm internship
- Gives constructive feedback throughout internship
- Provides natural support to intern
- Layers on additional core skills/essential functions as student learns and masters basic skills
- Gives exit interview or final evaluation
- Writes letter of recommendation from template



Coordinator & Job Coach Role

- Observes department work
- Identifies core skills/essential functions
- Develops task analysis
- Confirms internship tasks with manager
- Teaches core skills to student
- Develops job accommodations
- Works with peer mentor to provide support
- Evaluates progress
- Layers additional skills
- Ongoing communication with department mentor/trainer

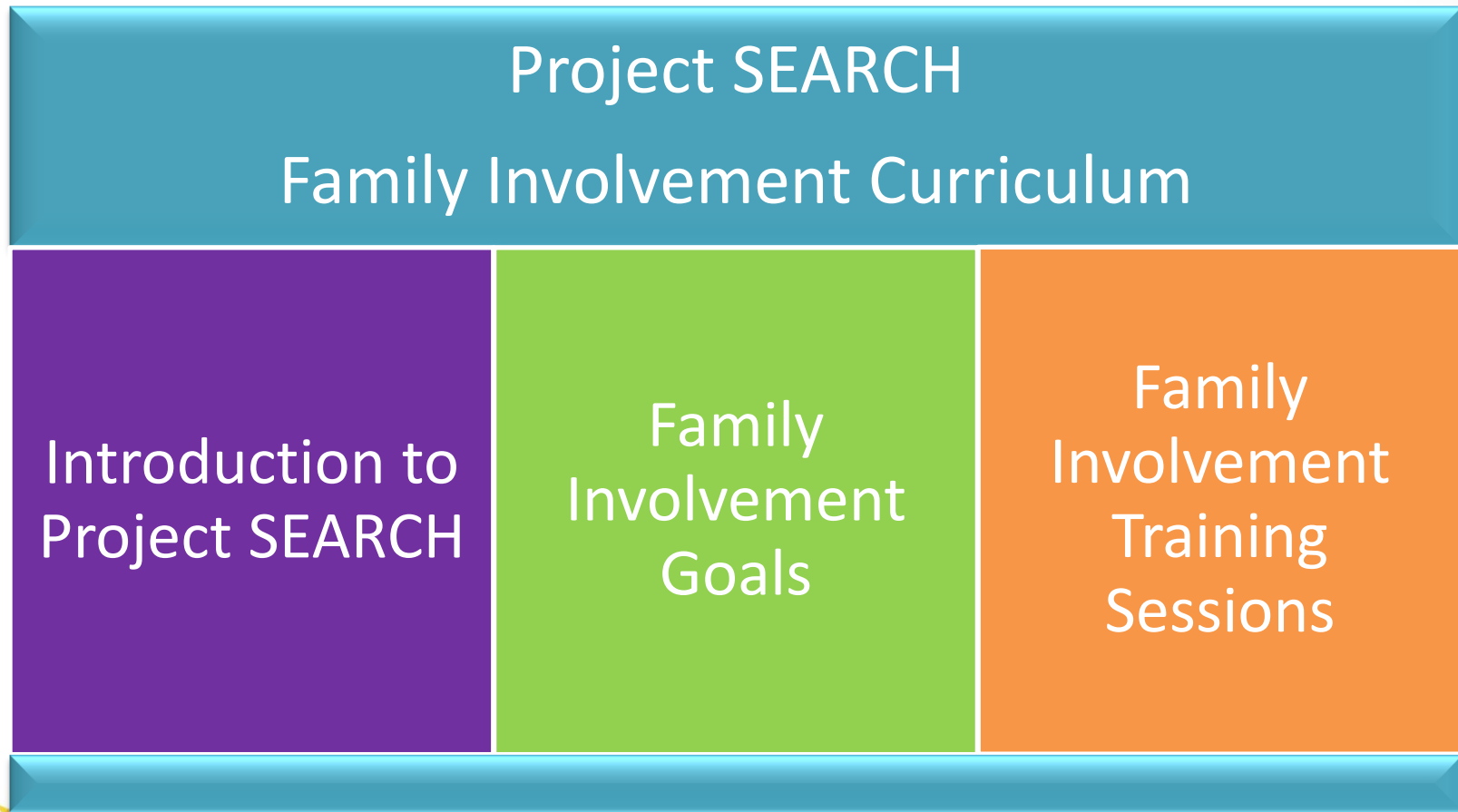


Job Development

- An individualized process to identify open positions at the host business or in the community. Those job openings are examined to find matches with the interns skills and interests. This process could begin at any time in the PS year but usually around January. A job developer is often provided through the Supported Employment agency but all team members should be involved to obtain a successful job outcome.



How can you be involved?



Introduction to Project SEARCH

- Spring and summer activities for families once their young adult is accepted into Project SEARCH
- Geared to prepare the families to support the Project SEARCH program and employment process
- Families are invited to meet and work together throughout the year as an individual and as a family



Family Involvement Team Goals

1. Enhance skills that lead to independence at home, at Project SEARCH and in the workforce.
2. Family members will be active participants in the intern's Employment Planning meetings (held every 4 – 6 weeks), be open to a variety of job opportunities and the support the job search process.



Family Involvement Team Goals

3. Utilize families to create employment networks and market the Project SEARCH program

- Current Project SEARCH families can choose to do one or more of the goals
- Family Liaison will work with Project SEARCH instructor to encourage participation of all family members and customize activities to meet local needs



Formal Training Sessions

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- **Benefits and Social Security:** and other Work Related Programs – presented by the local Social Security Office staff person, WIPPA, etc.
- **The Employment Process:** Expectations of Involvement
- **Conversation Starters...Hot Topics:** customized to meet needs of your local program



Family Liaison

- Family member who acts as volunteer to coordinate/facilitate the Family Involvement Team Goals and Training Sessions
- Encourages participation of all family members in Team Goals and Training Sessions
- Finds space and markets goals and training sessions for current families involved in Project SEARCH



Why do we need your involvement?

- Research shows that families who are more involved in their child's educational programs and the employment process have better outcomes!
- We want GREAT outcomes!
- We need family involvement to reach the outcomes!
- Please join the Family Involvement Team!



Project Search Family Involvement Tracking Tool (See Actual Tool)

- Family Involvement Components:
 - Introduction Family Involvement
 - Family Involvement Goals
 - Family Involvement Training Sessions
 - Conversation Starters: Hot Topics